



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

Driver Assessment & Appeal Division
DAAD Fax Number: (517) 335-2190
INSTRUCTIONS - How to Order a Transcript

When to order a transcript? Soon after the Driver Assessment and Appeal Division (DAAD) Hearing to ensure the tape be preserved for transcription.

How to order a transcript? Requests must be in writing, complete and sign this form.

Mail or Fax the request for transcript to: See letterhead address and fax numbers above.

Preparation time and completion of a transcript request? 50 days from the date the written request is received in the Driver Assessment and Appeal Division.

Costs? At least \$3.50 per page with a \$6.00 C.O.D fee. (Fees are waived for law enforcement and other government agencies).

Cancellation? Transcript orders may be canceled without charge at any time before work on the transcript has begun.

Please print clearly type the information requested below. Please sign the form. You may give this form to the hearing officer, fax, or mail the signed form.

Date form request is completed: _____

Petitioner's Full Name: _____

Driver License No.: _____

DAAD Hearing Held: _____
(Date) (City)

Name of Hearing Officer: _____

Other Information (Circuit or District Court Dates, etc.):

Trial Date: _____

Circuit Court Date: _____

Other: _____

Transcript Requested By:

Mail Transcript to (if different from request address)

Name: _____	Firm/Agency: _____
Address: _____ _____	Address: _____ _____ _____
Telephone No.: _____	
Bar: _____	

Requester's Signature: _____
(June 17, 2004)